



Work Area Traffic Control Policies and Procedures

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Traffic Operations

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INTRODUCTION

The purpose of this handbook is to set the basic principles and standards to be observed by all entities and person(s) who perform work in the public right-of-way in the City of Fort Collins, Colorado. All those working in the public right-of-way are to provide a safe and effective work area, to warn, control, protect, and expedite vehicular, cyclist and pedestrian traffic.

APPLICABILITY

The requirements specified in this handbook are applicable for all entities and persons where traffic is affected by such work in the public right-of-way, e.g., contractors, public utilities, and all city work crews.

GOALS

Properly executed traffic control techniques will have the following results:

- Conformity with national, state, city and the Manual on Uniform Traffic Control Devices (MUTCD) regulations for traffic control.
- Safety for work crews, motorists, cyclists, pedestrians, and the community.
- Safety in work areas; to warn, control, protect, and expedite vehicular, cycling, and pedestrian traffic.
- Safe access for police, fire, and rescue vehicles.
- Prevent damage to private and public property, e.g., damage to construction projects, construction equipment, sidewalks, vehicles, sprinkler systems, etc.
- Minimize the possibility of claims and litigation from construction area accidents.
- Reduce confusion to motorists, cyclists, and pedestrians.
- Improve public communication.

DEFINITIONS FOR WORK AREA TRAFFIC CONTROL TERMINOLOGY

Emergency Closure is defined as an unforeseen combination of circumstances or the resulting state that calls for immediate action.

These are the only situations in which a Work Area Traffic Control (WATC) Plan will be given a verbal confirmation for work to start with a post-dated WATC Plan Approval Form submitted later in the day. Under no other circumstances besides a true emergency will a verbal confirmation for work approval ever be given.

Jurisdiction is defined as the public right-of-way within the City of Fort Collins. The City Traffic Engineer and designees have authority for reviewing and prescribing proper traffic control and will have final determination in case of conflict including traffic control devices at a work zone. The Traffic Operations Department has the responsibility to assure public safety within the City of Fort Collins public right-of-way.

All work performed in the jurisdiction requires a permit from the City of Fort Collins Traffic Operations Department. This includes all work where traffic moves differently than the normal conditions of the public right-of-way through traffic way or area. All permit requests will be submitted to the City of Fort Collins Traffic Operations Department for approval prior to starting any project within the jurisdiction. Commencement of work may then begin per conditions set by the permit.

Permitting is defined as receiving approval of submitted WATC Plan from the City of Fort Collins Traffic Engineer.

Public Right-of-Way is defined as the space, including the sidewalk(s) and roadway(s) the public uses within the City of Fort Collins.

Sign Types, see sign types on page six (6).

Special Event Permit and Neighborhood Block Parties please see City of Fort Collins website at www.fcgov.com or call the City of Fort Collins Police Department at 970-221-6555.

Traffic is hereby defined as vehicular, cycling, or pedestrian movement.

Traffic Control Devices are defined as a sign, signal, marking, or other device used to regulate, warn, or guide traffic, placed on, over, or adjacent roadway or shared use path, e.g., bike and pedestrian trails.

Traffic Control Plan (TCP or TC) is a diagram(s) of the plan to work within the public right-of-way efficiently and effectively while maintaining a safe, uniform, flow of traffic for construction work and the public traveling through the work zone in vehicles, cyclists, or pedestrians and must be given equal consideration when developing a traffic control plan.

Work Area Traffic Control (WATC) Plan is the combination of the approval form and the TCP, also referred to as the permit.

Work Area Traffic Control Zone or Work Zone is defined as the stretch or portion of roadway within the public right-of-way in which all the traffic control device(s) (e.g., signs, flashing lights, channelizing devices, barriers, pavement markings, flagmen, warning signs, and arrow boards mounted, etc.) are used to warn, regulate, or guide motorists, cyclists, and pedestrians through construction, maintenance, or utility operations. These traffic control devices also mark the beginning and end of construction and/or maintenance or utility work areas (zones). It extends from the first warning sign, signal, or flashing lights to the "END ROAD WORK" sign or the last traffic control device pertinent to that work zone.

Work zones also include roadway sections where there is ongoing, moving (mobile) work activity such as lane line painting or roadside mowing only if the beginning of the ongoing, moving (mobile) work activity is designated by warning signs or signals.

The responsibility for the installation and maintenance of work zones rests with the person(s) or entity, e.g., contractor, utility company, or public agency, doing the work. All work area traffic control setups and devices will conform to the national, state, and city standards and the MUTCD. All questions related to traffic control are to be addressed to the City of Fort Collins Traffic Operations Department.

PLANNING & EXECUTION

The entity or person(s) intending to do major work in the public right-of-way will contact the City of Fort Collins Traffic Operations Department, as well as all impacted departments at the start of the planning process, allowing time for meetings, revisions and submittal timelines. All persons responsible for supervising work zones and work sites will plan in advance to keep traffic obstructions, public inconvenience and lost work time to a minimum.

CONTACTS

Contact and coordinate with all relevant City of Fort Collins Departments who will be involved in the project. It's important to remember these contacts must be included at the beginning stages of planning as well as throughout the process.

- City Traffic Operations 970-221-6630
- Fire Department 970-221-6570
- Police Department 970-221-6540 (ask for dispatch)
- Poudre R-1 School District 970-490-3232
- City Engineering Department 970-221-6605
- Transfort Bus Service 970-221-6620
- Streets Department 970-221-6615
- Parking Services 970-221-6617 (press 0)
- Utility companies, public or private when applicable

PLANS

Rules and Guidelines for TCPs are:

- Traffic lanes may be narrowed to no less than ten (10) feet in width
- Traffic may be moved over into part of the shoulder, providing that portion is safely drivable to motorists, cyclists and pedestrians
- The number of lanes may be reduced at certain locations as determined by the Traffic Operations Department – contact the Traffic Operations Department for specifics
- Traffic may be detoured over another traffic way, providing the detour traffic way does not interfere with another project within the area.
- All open holes, e.g. sidewalk removal, utility trenches, tie-ins- bore pits, etc. left overnight must be illuminated and surrounded with the proper safety devices. It is preferred open holes be back filled at the end of the approved working hours.

Time of Work

No work will be scheduled on arterial streets and sidewalks during peak traffic hours without written authorization from the City Traffic Engineer or designees. Construction or repair work will not be permitted at or in the vicinity of a signalized intersection or any arterial and collector streets that have major traffic volumes between the hours of 7:00 a.m. to 8:30 a.m. or 3:30 p.m. to 6:30 p.m. (except in the case of an emergency or otherwise noted on the WATC approval form).

No work will be scheduled on holidays (except in cases of emergency). No full street closures will be allowed except under special considerations. Work on arterial roadways will be scheduled for weekends and nights.

Include the following considerations in your plans:

- American Disability Act
- Cyclists and pedestrians affected by the work zone
- Traffic conditions
- Traffic lane requirements

- Sight distances
- Schedule and expedite the work to cause the least amount of inconvenience to the public
 - Advanced warning to allow sufficient time to react and regulate speed
 - Guidance pattern designed to ensure a safe and even flow of traffic
 - Decision making reduced to a minimum
- Service check the construction zone as required and/or requested to insure that all devices are in place and operating at all times
 - Install and maintain required traffic control devices
 - Type, number, and location placement of signs
 - Existing traffic control, including existing signage
- Remove all traffic control devices immediately when they are no longer needed
- Provide adequate safeguards for workers and the general public
 - Provide adequate and knowledgeable flaggers when required
 - All crew members, employees, and visitors of a work zone, working in or near the public right-of-way must wear personal protective equipment, as required
- Other work zone areas within the community

OBTAIN ALL APPLICABLE PERMITS

- Identify necessary permits as you contact and coordinate with the departments listed on page three (3).

Excavating Permits

- When excavation work is planned any entity or person(s), will obtain a written permit from the City Engineer (970-221-6605) for any work affecting city streets, alleys, sidewalks, and/or right-of-way according to Chapter 23 of the City of Fort Collins code.
- A minimum of five work days is required for approval.
- The City of Fort Collins departments, although not required to obtain an excavation permit, are required to submit a TCP for review/approval prior to working in the public right-of-way.

NOTIFICATION AND PUBLIC INFORMATION

Notify an entity or person(s) as listed on page four (4) that will be impacted by the work, coordinating with ongoing adjacent projects in the City of Fort Collins. Include the additional contacts below in your notification as well.

- Fort Collins Coloradoan and radio stations when directed (the City notifies the Coloradoan and radio stations each Friday morning of all on-going construction projects for which a TCP has been approved).
- Inform occupants of adjacent properties impacted by the work (by mail or door-to-door flyer delivery) with no less than 24 hours of advance notice. Send a copy of these notices to FCWATC@fcgov.com for our records. It is the responsibility of the applicant to notify the residents and businesses directly adjacent to the work.

Notifications should include the following information:

- Name of the entities or person(s) doing the work
- Times and dates the work will start and end
- Where the work is taking place
- Any alternative detour routes, business access, or residential access that may be needed
- Contact information for any compliments, complaints or problems on the worksite.

The public information component of work zone traffic control can help to reduce overall congestion and improve functionality of a proposed work zone. The City of Fort Collins Traffic Operations team also uses the information on the application to populate FCTRIPS to assist in informing the public of current and future work zone impacts. Public information should be provided through methods best suited for the specific project. During preliminary meetings with Traffic Operations staff any additional public information efforts will be outlined.

TEMPORARY TRAFFIC CONTROL ZONE DEVICES

Properly planned usages of traffic control devices, when uniformly placed and well-maintained, are the most effective system of warning and guidance. All traffic control, warning, and guidance will meet at least the minimum requirements of the latest MUTCD for streets and highways. These requirements are just minimums and in some cases the City of Fort Collins Traffic Operations Department may request devices that exceed the minimum requirements.

SIGNS

Placement

Overnight Signs are to convey their message during darkness and will be reflectorized and/or illuminated. Signs not used for overnight projects should not be left in any portion of the roadway (including bike lanes or sidewalks) unless otherwise approved by the Traffic Operations Department. Signs may not be left in place and turned backward. Examples of acceptable overnight signage would include total road closures, partial road closures, drive lane, or a closure due to an emergency.

Center Medians Two signs (48" x 48") are required on either side of the roadway when a divided center median is present.

Raised Center Medians Islands are the only place where double posted signs can be used, never on just a painted center median island, unless prior approval is obtained from the Traffic Operations Department. All signs placed on state highways right hand shoulders are 48" x 48" and all signs that are 36" x 36" will be placed on the center median and meet all highway specifications.

Sign Face and Visibility will be to oncoming traffic and should be a minimum of two (2) feet from the bottom of the sign to the pavement of the roadway. When sight lines are not straight the location and placement of the sign will need to be adjusted.

Signs Installation will be immediately before work is to commence and will be removed immediately when they are no longer needed. Pre-project specialty signs may be placed prior to work for additional pre-warning of projects.

Types

Advanced Warning Area starts the work area traffic control zone and consideration will be taken in the placement of the traffic control devices, depending on varying situations, e.g. driveways, side streets, site obstruction, parked vehicles, etc.

Distance Signs for Footage, such as, "ROAD WORK AHEAD 1000 FEET," will not be used within the city limits. Advance warning signs will only read, "ROAD WORK AHEAD," unless prior approval has been given

by the Traffic Operations Department. When used the “END ROAD WORK,” (GH20-2) sign will be placed at the end of the termination area. Check with City of Fort Collins Traffic Operations Department prior to placing the “END ROAD WORK” sign on city right-of-way.

Pre-warning Signs will not be placed in any portion of the bike lane, sidewalk, or driveway. See the Traffic Operations Department for specific instructions regarding exceptions for signs to be placed on the sidewalk. The only sign that may be placed in the bike lane is the “BIKE LANE ENDS MERGE WITH TRAFFIC” sign, black writing on an orange background with four (4) inch letters on a 30” x 24” sign. This sign is to be placed at the point where the transition starts, when closing a drive lane. Contact the Traffic Operations Department for specifics on placing this sign.

Regulatory Sign Usage will be approved by the City of Fort Collins Traffic Operations Department and when required, the contractor or permittee will provide, install, and maintain all such signs. The contractor or permittee will also maintain existing regulatory signs within or adjacent to the work area. If existing signs are not appropriate for the traffic conditions in the work area, the City of Fort Collins Traffic Operations Department will be notified if the signs are to be covered, replaced or relocated. No existing signs of any type will be removed by the contractor or permittee without consent of the Traffic Operations Department. The contractor or permittee will notify the Traffic Operations Department 48 hours in advance of any signs to be removed, replaced or relocated.

Specialty Signs may be required for long duration projects (for informational purposes) or where construction will impact traffic on major streets, roadways, intersections, bike lanes, sidewalks, etc. They may be also used in some cases where full road closure is allowed to pre-warn motorists in advance of the start of a project. Contact the Traffic Operations Department for specifics before manufacturing these signs.

Temporary “No Parking” Signs will be installed and removed as directed by the City of Fort Collins Traffic Operations Department. All “No Parking” signs will be a minimum of 12” x 18” red on white and will include the times and dates when parking is to be restricted. Property owners and businesses will be given a minimum of 24 hours’ notice.

Traffic Control Zones will have an advance warning area, a transition area, a buffer area, a work area and the termination area. The main devices used in these areas are cones, barrels, barricades, and the diamond-shaped pre-warning signs in the black on orange series specified for construction and maintenance sites. Each traffic control devices may or may not require various predetermined illumination, but must have reflectorized material. The minimum sized accepted by the City of Fort Collins Traffic Operations Department for these signs is 36” x 36”.

Traffic Signs are classified into several functional groupings: Regulatory, Guide, and Warning. Non-standard signs of any type are not acceptable.

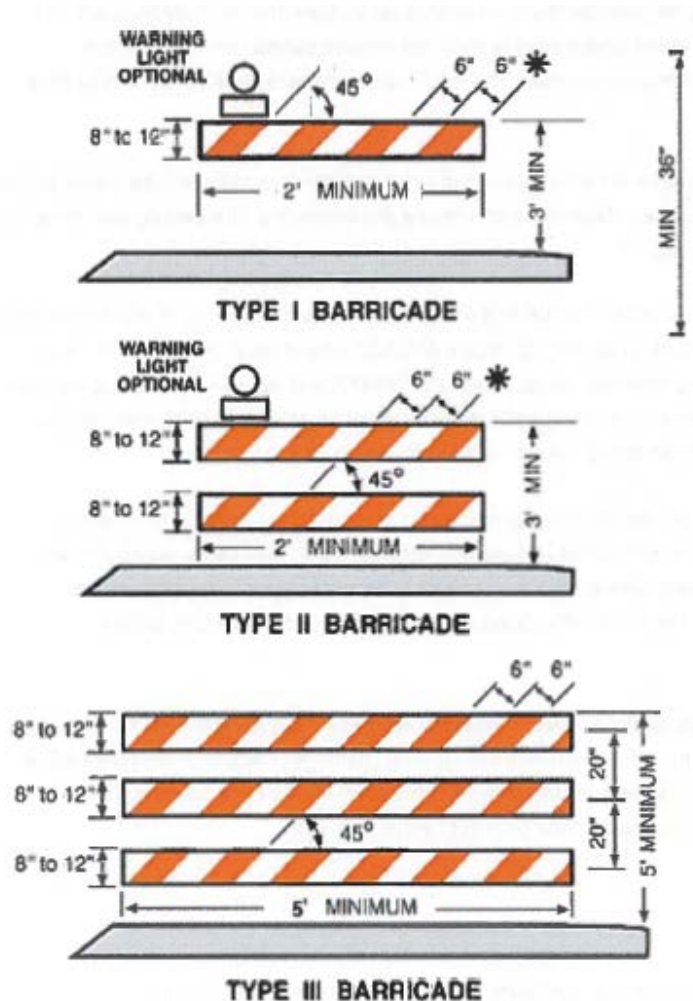
Variable Message Signs (VMSs) or Variable Message Boards (VMBs) are used for controlling and diverting traffic, providing notice of current and anticipated roadway conditions, and regulating access to specific lanes. Proper placement of portable VMSs is critical for its effectiveness. The placement must give the motorist adequate time to react to the message.

- VMSs are to be located as follows:
 - On level surfaces

- With the message being legible from a minimum distance of 650 feet from all lanes
 - Placed prior to major decision point and expected traffic back up locations
 - Right of the roadway, off of the shoulder
 - VMSs will be completely off the shoulder and have no portion protruding over the travel lanes (vehicular or bicycle) at any time
- Message text displayed on VMSs will comply with the following general standards:
- The message must be clear and concise
 - Must convey a single specific thought per panel
 - Must be timely, accurate, and up-to-date

DELINEATION DEVICES

Barricades



Barricades serve the following purposes:

- Alert the public of the fact that a particular area is closed to traffic.
- Prevent drivers, cyclists and pedestrians from entering the work area.
- Protect the workers, other people, equipment or items inside the work area.
- Support warning lights and specific signs that are required on certain projects.

Barricades are not to be placed in a drive lane or bike lane without the proper advance warning signs. When barricades are used to close the roadway, they will be placed so there is no gap large enough for a vehicle or cyclist to pass through, usually between two to three (2-3) feet, except when it is necessary to provide access for local traffic or emergency vehicles. Type I and Type II barricades are prohibited to have stiff legs or "fixed leg" supports. Instead, barricades with collapsible legs will be used.

Markings for barricade rails will alternate orange and white stripes sloping downward at an angle of 45 degrees in the direction traffic is to pass. The entire area of white and orange shall be reflectorized.

Delineators are markers which aid the driver and cyclist in determining the location and alignment of the traffic lane or the edge line. By day, the effectiveness of the delineators is determined by the position, spacing, form, texture, size, and color. By night, the effectiveness is determined by position and visibility. All delineators used at night **must** be reflectorized and adequately maintained.

- Delineators are used to:
 - Channel and divert traffic in advance of the work zones.
 - Define the travel way through the work zone.
 - Define curves and the edge if the roadway detours.
- Delineators will be of a material that withstands impact without appreciable damage to the device, the striking vehicle, or passing traffic.
- Delineators will withstand wind and turbulence from passing traffic with no effect on their position.

Devices that could roll into adjacent traffic lanes when hit are not to be used, for example: posts (metal, plastic, wood, etc.) mounted in concrete filled buckets; automobile wheels; rounded metal bases, etc.

All vertical panels shall be a minimum of 36" in height.

Cones

Traffic cones and tubular markers of various configurations are available. All cones must have a reflective collar to help highlight the taper or transition and work area. The collar must be a six (6") inch band and should be placed three to four (3-4) inches from the top of the cone and supplemented with a four (4") inch collar spaced a minimum of two (2) inches below the six (6") inch collar.

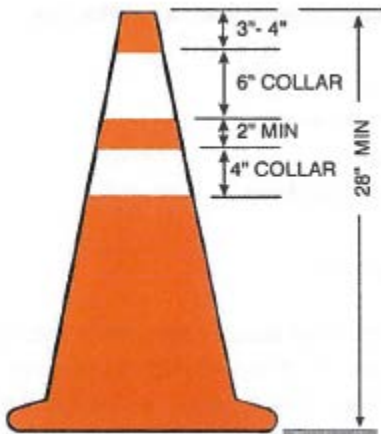


Table 1 – Cone Sizing	
Speed (MPH)	Minimum Cone Size (in)
25-40	28
>40	36

Cones should not be used for nighttime operations unless an emergency should arise and must be replaced with the proper nighttime equipment. Any work areas that need to remain in place through the night must be cleared with the Traffic Operations Department.

Illumination

Barricade Warning Lights are used to indicate hazards and to delineate the safe path of travel. A single flashing light is to be mounted on barricades to indicate a hazard in or adjacent to the roadway. Flashers are also effectively used to draw attention to warning signs in the traffic control zone. Flashing lights are also used to highlight the beginning of tapers or lane shifting.

Table 2 – Warning Lights			
Type	Type A	Type B	Type C
Lens Directional	1 or 2	1	1 or 2
Flash Rate	55 to 75	55 to 75	Constant
Type	Low	High	Steady
Hours of Operation	Dusk to Dawn	24 hours a day	Dusk to Dawn

Steady-Burning Lights are used on a series of barricades or other movements through a work area. They are particularly advantageous:

- When reflectorized panels may be covered with dust or snow
- In times of decreased visibility due to rain, snow, or fog
- On barricades and vertical panels for or around curves in the roadway
- To alert pedestrians and cyclists
- At hazardous locations and for channelizing slow speed areas

Flashing Yellow Lights used for advance warning must be clearly distinguishable from primary delineation and shall be seen above normal reflectorized units. Warning lights are portable, lens-directed, enclosed and mounted at a minimum of three (3) feet from the bottom to the pavement of the roadway. The color of the light emitted shall be yellow. Barricade warning lights shall be in accordance with the requirements of the MUTCD.

PAVEMENT STRIPING

Under certain circumstances, the use of pavement striping and raised pavement markers may be justified to supplement devices for delineation. On major construction projects where traffic is diverted for extended periods, pavement striping and markers are required to assure positive delineation and to minimize driver confusion. The Traffic Operations Department will determine the need for and the extent of striping removal, as well as the re-striping of the project.

FLAGGER REQUIREMENTS

Flaggers have significant responsibility. They should be alert, intelligent, and neat in appearance, have good hearing, eyesight, and be capable of commanding the traveling public. They should be stationed far enough from the work area to slow down or stop traffic before it enters the work area. A practical number of pre-warning signs will be placed to give adequate notice of flaggers. Cell phone use and the use of earbuds or headphones are not acceptable while flagging in the public right-of-way.

Flaggers are required:

- Where workers or equipment intermittently block traffic lanes or a two-lane roadway, or any other operation where equipment will obstruct the free flow of traffic.

- Where the safety of the public and/or workers is at risk, or where the Traffic Operations Department determines the need for safety reasons.

All flaggers will have and wear the proper safety equipment:

- Hard hat at all times (fluorescent orange-red, fluorescent yellow-green)
- Safety vests (in good repair), class 2 daytime, class 3 nighttime
- Stop/slow sign paddle (18" x 18" minimum) in good repair. A six (6) foot minimum staff- measured from the ground up
- Proper attire for all weather conditions
- Will have in their possession a current flagger certificate card (copies will not be accepted) at all times while working in the public right of way

TRAFFIC CONTROL SUPERVISORS

All Traffic Control Supervisors (TCS) will have in their possession a current TCS card issued by the Colorado Contractors' Association, Inc., and/or by the American Traffic Safety Services Association while working in the public right-of-way. Copies of the above mentioned card(s) will not be accepted. TCSs will wear the proper safety equipment, including a hard hat while on the job site.

ARROW PANELS AND MESSAGE BOARDS

If an arrow panel (arrow board) consisting of a bulb matrix is used, the element should be recessed, mounted, or equipped with an upper hood of not less than 180 degrees.

Arrow panel shall have the following three (3) mode selections:

1. Either a flashing arrow, sequential arrow, or sequential chevron mode
 - a. Used only for stationary or moving lane closures on multi-lane roadways
2. Flashing double arrow mode
3. Flashing caution mode
 - a. Used only for shoulder work, blocking the shoulder for the roadside work near the shoulder, or for temporarily closing one lane on a two-lane, two-way roadway

A **vehicle displaying an arrow panel** should be equipped with rotating lights or strobe lights.

NOTE: The minimum size of an Arrow Panel allowed in the City of Fort Collins jurisdiction should be 48" x 24", where the length of the arrow equals 48" and a width of 24". Contact the Traffic Operations Department or the MUTCD for specifics on message boards.

Pedestrian Considerations

When work areas encroach upon sidewalks, walkways, or crosswalks adequate protection for the safety of pedestrians will be provided. There are three primary considerations in planning for pedestrians in the work area traffic control zone:

- Pedestrians will not be led into conflicts with work site vehicles, equipment, or operations.

- Pedestrians will be provided with reasonable, convenience and accessible path that replicates as nearly as possible the most desirable characteristics of the existing sidewalks or foot paths.
- Access to recommended school crossings must be maintained at all times, or a detour with appropriate signage will be provided

Bicycle Considerations

Through cyclist movement must be maintained in work zone traffic control settings. Cyclists can share a lane over a short distance. On longer projects and busy roadways, a temporary bike lane or wide outside lane may be provided. Cyclists will not be detoured onto sidewalks or onto unpaved shoulders. Debris should be swept to maintain a reasonably clean riding surface in the outer six (6) feet of the traveled way.

As mentioned in the placement of signage section of this handbook, the placement of advance construction signs will not obstruct nether the pedestrian's nor the cyclist's path.

Transit Considerations

Provisions for safe and effective continuity of transit service needs to be incorporated into the WATC planning process. If detours are required as part of the WATC these need to be coordinated with Transfort if on an existing transit traffic way. The plan will provide for temporary bus stops and waiting areas if existing facilities are impacted.

NON-COMPLIANCE

All work not in compliance with aforementioned requirements of this handbook or in conflict with the MUTCD should be temporarily suspended until the Traffic Operations Department determines that such work is in compliance.

INCIDENT MANAGEMENT

Incident management consists of a coordinated process to detect, respond to, and clear incidents. A traffic incident management area is an area of a roadway in the public right-of-way where an incident has occurred and temporary traffic controls are needed. This could be in response to a road-user incident, natural disaster, hazardous material spill, construction incident, or other unplanned incident.

There is a four (4) phase procedure to address incidents:

1. Phase One – Provide immediate warning to drivers and contact emergency personnel as necessary.
2. Phase Two – Establish traffic control.
3. Phase Three – Communicate closure to key parties(i.e. Traffic Operations)
4. Phase Four – Provide traffic control plans to Traffic Operations within 24 hours of the incident. Plans will show incident response traffic control configuration(s).

WATC PERMIT

The submission process for a Work Area Traffic Control (WATC) permit is fairly simple and straight-forward. You can submit your plan in any of the following ways:

- WATC Plans may be emailed to FCWATC@fcgov.com (preferred)
- Deliver WATC to Traffic Operations at 626 Linden St, Ft. Collins

Deadline

- Submit to Traffic Operations office by 12:00 noon (10:00 a.m. on Friday) a minimum of two (2) workdays prior to requested start date.
- Requests received after these times will be processed as a submittal for the following day.
- Major/full closures on collectors/arterials require longer notice (a full week or more). Contact Traffic Operations to determine deadline.

Form Fields

Contact person listed on the form **MUST** be reachable during duration of project, especially during working hours, including nights and weekends. We must be able to get in touch with the people on the form, so please make sure it is up to date and completely accurate.

Dates of Work are defined as the date work starts (from) to the date work stops (to). It does not include planning time.

Location is the exact location where the work will be occurring.

Put the street address if it is not at an intersection and you are working in a small location.

Ex: 626 Linden St, Fort Collins, CO

If you are working along a length of street, put the name of the street and the two nearest intersections.

Ex: Whitcomb St from Prospect Rd to Wallenberg Dr.

If you are working in an intersection, put the road that runs north & south first, then the road that runs east & west.

Ex: Shields St & Prospect Rd

If you are working on a project for 626 Linden, but the road work is on Vine Dr. List Vine Dr as the location and in the project list the address.

Ex: Vine Dr & Linden St (626 Linden)

Project Type

New project will be selected if and only if you have not had a previous approved from the City of Fort Collins Traffic Operations department to work in that area within the last 30 days. This does not mean it has not been an ongoing project for your company. We require that if your traffic control company has not been there within the recent past with an approved plan you should choose "New Project."

New Plan is required when you have a previously existing approved WATC plan but you are switching the type of work you are doing.

- Ex: You were previously boring but now you are paving, select new plan.

Existing project is selected when a previously approved WATC form from Traffic Operations is in existence. You are required to enter the Prior WATC Case #. If you do not have a previously existing approved plan, select New Project.

The following are four (4) subcategories of existing projects:

- **Resubmittal** is an adjustment to the plan that was originally approved and is required when you have changed your traffic control plan (TCP).

Ex: You are switching where your closures are or how your TCP is set-up, select resubmit

Or

Ex: You have been out of the area for less than 5 working days but need to reenter the area and therefore resubmit a TCP.

- **Date Extension** is for when you are currently working in the area of your approved WATC plan and have found that you will run out of time before your approved end date.
- **Date Change** is only if you have not been in to work in the area at all. You have not set up your work; you have not started in any way because of some other delay per the dates of the original approved WATC form.
- **Prior WATC Case #:** This is the number that is located on the top right corner by the field that says "Case #" on your previously approved WATC. You need this if you submit anything as an existing plan. If you fail to put a number here, you will be charged for a new plan.

Type of Closure

First indicate if it is a moving operation or not. You have five (5) different options to indicate what type of closure is happening on your WATC plan.

- Full Street Closure
- Directional Closure
- Lane Closure
- Alley Closure
- Sidewalk Closure
- Emergency Closure** is defined as an unforeseen combination of circumstances or the resulting state that calls for immediate action.

Type of Work

Indicate the nature of the work you are doing, i.e. paving, drilling, utilities, etc.

Deadlines

- A minimum of two (2) workdays prior to the requested start date, due by 12PM (10AM on Fridays).
- Contact the Traffic Operations Department to determine the deadline for all major closures or full closures on arterial or collector streets.
- Expected turn-around time is 48 hours from plan submission

Deadlines for Date changes/Extensions must be received 48 hours (2 working days) prior to the change.

Additional Conditions of Approval if one or more of the boxes are checked by the City Traffic Engineer, they are conditions of your approval. If they are not met, work may be suspended.

WATC FEES

The Work Area Traffic Control (WATC) Fee is assessed at the time of WATC plan submittal.

- Fee structure** is as follows:
 - \$35.00 for new WATC plans.
 - Lane Rental program
 - Arterial roads - \$10.00 a day
 - Collector roads - \$5.00 a day
 - Local/neighborhood roads N/C
- Payment options** include:
 - Cash
 - Check: Made payable to the City of Fort Collins, please write the WATC Plan Number in the memo line of the check (this number will be assigned to each plan by the Traffic Operations office at the time of approval)
 - Account: Visit the Traffic Operations department to obtain a Billing Account Application. Accounts will be billed at the end of each month. Payment terms are net 30 days. If the account becomes delinquent, further WATC plans will not be accepted or approved until the account is brought current.

REFERENCES

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